

April 8, 2011

Supplement to Frequently Asked Questions Concerning Contingency Planning for Lapse in Appropriations

Building Security and Facilities Management  
for the Main and South Interior Buildings

*The FAQs below are designed to respond to questions posed by agency personnel concerning building access and available facility and administrative services at DOI headquarters.*

*Only the minimum level of services to address the basic needs of essential personnel will be provided. These include the following:*

A. **Access to the Buildings / Security**

**Q1: How do you gain entry into the Main or South Interior Buildings?**

**A1:** The E Street and C Street entrances will both be open. As is normal practice, the security guards will be checking access badges at all entrances, including parking ramps. Additionally, the guards will be verifying that each person entering the MIB or SIB is on a list that contains “excepted” employees and employees funded from non-lapsed sources. If an employee’s name is not on the list, they will not be permitted to enter the building.

Contractors that require entrance to the building will need to be escorted by an “excepted” employee.

**Q2: Will the Main and South Interior Buildings be open to the public?**

**A2:** No, the public will not be able to access our facilities. Credit union customers will be escorted to the credit union by security.

B. **Building and Administrative Services and Contact Information**

**Q1: What utilities and building systems will be in service?**

**A1:** Electricity, steam, and water will be provided. Restrooms, water fountains and the heating, ventilation and air conditioning systems will be in service for occupied areas of the Main and South Interior Buildings.

**Q2: What custodial services will be provided?**

**A2:** Basic trash pick-up, office and restroom cleaning will be provided to occupied areas of the Main and South Interior Buildings. Cyclical work such as floor maintenance will not be performed.

**Q3: Will building maintenance and repairs be performed?**

**A3:** Yes, but service will be limited and response time may increase. Service will only be provided in occupied areas or on equipment or systems affecting occupied areas.

**Q4: Will parking be provided for personnel at the Main and South Interior Buildings?**

**A4:** Yes. Existing permit holders for the MIB/SIB and Federal Reserve should park in the areas they are normally assigned. Parking ramp G will be closed.

**Q5: What food/beverage concessions will be available?**

**A5:** The Bison Bistro will be closed. The snack bar on the 4<sup>th</sup> floor of the MIB will be open and the vending machines throughout the complex will be available. Employees are encouraged to bring lunch and snacks to work; especially, if they have special dietary needs.

**Q6: Will mail and messenger service be provided?**

**A6:** Yes, mail services will be provided including delivery of FedEx , UPS and priority mail.

**Q7: Will the MIB ramp D loading dock be open?**

**A7:** Yes. The loading dock will be open to receive deliveries and staff will be available for delivery to final destinations in the building.

**Q8: Will staff be available to reserve conference rooms?**

**A8:** Yes, staff will be available to assist with reserving conference rooms; however, there may be delays in securing audio-visual and telecommunications support.

**Q9: Will the bureau shuttle services be in operation?**

**A9:** No, shuttle services will not be available.

**Q10: Will the modernization project in the MIB continue?**

**A10:** Yes.

**Q11: What should I do if there is an emergency?**

**A11:** If it is related to a medical emergency, call 911. If there is a fire or security-related emergency, call the Security Command Center at 202-208-5803. If there is a building emergency (e.g., flood, plumbing problem, power outage), call the Building Manager's Office at 202-208-7560.

**Q12: Will the Interior Federal Credit Union be open?**

**A12:** Yes. The Credit Open, located in the basement of the MIB, will be open 9:00 a.m. – 4:00 p.m. daily.

**Q13: Will the IDRA Fitness Center, Store, Hair Shop and Post Office be open?**

**A13:** No. These services will be closed.

**Q14: Will the Indian Craft Shop be open?**

**A14:** No. The Indian Craft Shop will be closed.

**Q15: Which building and administrative services will NOT be provided or available during the shutdown?**

**A15:**

- Transit Subsidy
- Property and Moving Services
- Printing and Graphics
- Passports and Visas
- Museum (under modernization)
- Library
- Space Management Services
- Construction Services (e.g., picture hanging, door and desk signs, etc.)
- Alcohol Waivers